



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Pharmacy Technician

LOCATION: Red Cliff Community Health Center

WAGE: \$13.00 -\$14.00/hour, Plus Benefits.

SUPERVISOR: Chief Pharmacist

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: The primary function of the Pharmacy Technician is to assist the Pharmacist in the operation of the Red Cliff Community Health Center Pharmacy. Duties will be assigned and delegated in accord with sound professional pharmacy practice, federal and state laws and regulations, in compliance with accreditation and other regulatory bodies.

DUTIES AND RESPONSIBILITIES:

1. Processing stock and supplies received by the Pharmacy pursuant to a valid purchase order and/or Director approved order. This includes insuring the receipt of all items on the packing slip and noting back orders or other missing items. Unpacking and storing/stocking items in accord with pharmacy policy and practice. Monitoring stocks, informing the pharmacist of the status of pharmacy stocks. Compiling orders for new and/or replacement stocks under the supervision of the pharmacist.
2. Assist the Pharmacist in dispensing medications or filling prescriptions. This includes the preparation of labels for containers, measuring or counting the medication taken from those in stock, and placing these items in containers for distribution to the patient.
3. Maintain an adequate supply of empty vials, bottles, bags, labels and other items used in the dispensing of medications.
4. Complete periodic checks of all stocked items to identify outdated items, which will be removed from use and disposed of as directed by the Pharmacist.
5. Maintain all pharmacy work areas in a neat and clean manner. Perform basic housekeeping duties within the department to comply with this responsibility.
6. Assist the Pharmacist in the creation and maintenance of patient accounts, patient billing, and accounts receivable.
7. Assist the Pharmacist in the maintenance of statistics, records, and reports required of the

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pharmacy to comply with Tribal policies, federal and state regulations, and the requirements of other oversight and regulatory bodies.

8. Enter patient data into the RX30 Pharmacy computer system /electronic health record in a timely manner and in compliance with Health Center requirements.
9. Rotate between entering and packaging duties.
10. Answer incoming phone calls.
11. Maintain strict confidentiality of all patient information as required by federal and state law and sound professional practice. Shred or render unreadable all materials, which are patient specific, before disposing of these items.
12. Present a professional, caring image for the Health Center and its programs.
13. Maintain a cooperative relationship with other Health Center staff and employees.
14. Demonstrate tact, courtesy, and respect in communication and interaction with Health Center patients, visitors, and staff and with outside agencies and programs.
15. Promote a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
16. Dress appropriately to promote professionalism within the Health Center.
17. Adheres to and supports facility policies, programs and activities.
18. Advance job knowledge and skills through continuing education efforts after approval of Health Center Administration.
19. Complete monthly, quarterly, and annual reports as required by Health Center Administration, the Health Board, Tribal Council, regulatory bodies, and/or third-party payers if requested. Maintain a record of all reports and supporting documentation as required.
20. Attend staff and other meetings, in-services, and other events as directed by supervisor.
21. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of and sensitivity for Ojibwe culture and traditions. Possess desire and ability to complete additional training in medical/pharmacy terminology, pharmaceutical and mathematical calculations, inventory control, and related skills.

QUALIFICATIONS:

1. Possession of a high school diploma, HSED, or GED.
2. Pharmacy technician certification, preferred.
3. Six months experience working in a pharmacy setting, preferred.
4. Experience with computerized record keeping, data processing, and word processing.
5. Able to maintain confidentiality.
6. Possess above average mathematical skills and typing ability.
7. Able to read, understand, and follow written and verbal instructions.
8. Must be dependable and reliable and able to function with reasonable independence within a setting requiring professional oversight.
9. Maintain annual CPR certification/recertification as required of Health Center staff.

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10. Must be bondable under the Tribe's bonding requirements.
11. Meet or exceed the minimum standards of character as prescribed by P.L. 101-630 and WI State Statutes s. 48.685 and s. 50.065 and as subsequently amended and applied to certain classes of Tribal employees. Any history of drug related convictions would disqualify an individual.
12. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Daily contact with patients, visitors, primary care providers, Tribal and Health Center Administration, and other Health Center staff.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage. Weights to be carried are usually less than 50 pounds. There will be periods of prolonged standing, walking, or sitting.

WORK ENVIRONMENT: Red Cliff Community Health Center; office and clinic settings. Exposure to hazards of the health care industry. Work setting must be maintained as a clean, nonsmoking, well-ventilated area in compliance with all applicable safety regulations. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

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POSTING DATE: December 4, 2018
DEADLINE: December 18, 2018 @ 4:00 p.m.

FOR FURTHER INFORMATION:
Red Cliff Band of Lake Superior Chippewa
Human Resources
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.cooley@redcliff-nsn.gov

(715)779-3700 ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.

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